



Name of Person Requesting Records: _____

Address: _____

Phone Number: _____ Email: _____

Under the **Wyoming Public Records Act, §16-4-201 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records as described below:

Description of Record Sought (Describe in detail the information you are requesting)

I would like to inspect the records.

I would like to receive copies of the record. I understand that I am responsible for the costs to provide the records and authorize costs up to \$_____. I further understand that I will be contacted if the estimated costs are greater than the amount I have specified.

Copies of the information requested will be provided as soon as reasonably possible. I recognize this records request form is a public document.

Signature

Date

This request may be delayed if all the information is not provided.

County Use Only

Date Received by Public Records Point of Contact: _____ Signature _____

Date Delivered to the Custodian of the record: _____ Signature of Custodian: _____

Date of Completion: _____ Amount Due: _____ Date picked up or delivered: _____